



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 4000.53
LA-PSL-P
4 Oct 89

MARINE CORPS ORDER 4000.53

From: Commandant of the Marine Corps
To: Distribution List

Subj: THE USMC IMPLEMENTATION OF THE DEPARTMENT OF THE NAVY
LOGISTICS INTERN PROGRAM

Ref: (a) SECNAVINST 12400.2A
(b) CNO Ltr 4000 Ser 403/6U393064 of 29 Aug 86 (NOTAL)
(c) Navy Logistics Intern Master Development Plan (NOTAL)
(d) Marine Corps Supplement to the Master Development
Plan (MDP) (NOTAL)
(e) Navy Logistics Intern Program Handbook (NOTAL)

Encl: (1) Structured On-The-Job Training Agreement Format

1. Purpose. To provide policy and procedural guidance necessary to implement, within the Marine Corps, the objectives set forth in references (a) and (b) as they pertain to the Department of the Navy (DON) Civilian Logistics Career Management Program.

2. Background

a. It is the policy of the Department of the Defense and DON to recruit, train, and systematically develop qualified personnel to perform logistics support and management functions. To implement that policy, the DON Civilian Logistics Intern Program was established by the Secretary of the Navy (reference (a)) with the development and maintenance of a professional logistics workforce as a primary objective. To achieve this objective, the subject program is directed toward the professional development of Logistics Management Specialists (346 series) as well as engineers of various disciplines ranging from 801 through 896 series. In addition, interns recruited as Logistics Management Specialists (GS-0346) may be targeted for a variety of positions, i.e., GS-0346, 1701, 1710, 1910, 2003, 2130, etc. It is a 3-year individualized program based on formal classroom training and rotational assignments providing on-the-job training (OJT). The formal training and rotational job assignments are required by reference (c) which stipulates the knowledge, skills, and abilities (KSA's) necessary for journeyman logisticians.

4 OCT 89

b. The Assistant Secretary of the Navy for Shipbuilding and Logistics (ASN(S&L)) has delegated DoN sponsorship of the subject program to the Chief of Naval Operations (OP-04). Reference (a) outlines the responsibilities of OP-04 and all other participants in the program.

c. The DON, through the Navy Career Management Center (NCMC) in Mechanicsburg, Pennsylvania, is responsible for paying the salaries as well as providing training and travel funds for logistics interns.

3. Policy

a. The Marine Corps shall actively participate in the DON Civilian Logistics Intern Program.

b. Training of DON logistics interns assigned to the Marine Corps will be conducted per references (c) through (e) and this Order.

c. Plans to place graduating interns will be formulated as early as possible with target positions identified prior to graduation. Every effort shall be made to place graduating interns in their identified target positions 3 to 6 months prior to graduation.

d. All Marine Corps activities participating or desiring to participate in the subject program are responsible for:

(1) Designating and supporting career counselors, site supervisors/trainers for intern rotational assignments within their organizations, as appropriate.

(2) Making a realistic annual assessment of their logistics workforce to project logistics personnel requirements based on present manpower strength.

(3) Responding to the civilian logistics intern annual survey by reporting their assessed intern requirements as requested by the Commanding General (CG), Marine Corps Research, Development, and Acquisition Command (MCRDAC).

4. Action

a. Marine Corps Supplement to the Master Development Plan (MDP). The CG MCRDAC (PS), shall develop and update as necessary, a Marine Corps Supplement (reference (d)), which will be published by the CMC (L) for use by participating Marine Corps activities. The cognizant career counselor, with the site supervisor's input,

shall develop training modules for each area designated in the MDP. The training modules contained in the supplement will tailor the MDP to the Marine Corps unique requirements, designate the specific Marine Corps office(s) responsible for the training, provide specific types of appropriate job assignments which meet training objectives, list appropriate training courses and reading materials, and provide guidelines/criteria for performance evaluation.

b. Individual Development Plan (IDP). The IDP is developed based on the intern's educational background, prior job experience, and individual needs. It reflects how, when, and where the KSA's stipulated in reference (c) will be mastered by the intern. Prior to each intern's reporting date, the career counselor shall develop a proposed IDP covering the duration of the internship. The career counselor shall work with the intern to finalize the IDP and submit it to the functional manager for approval within 14 days of the intern's arrival. The training modules contained in reference (d) shall be used in developing the IDP. The functional manager and career counselors shall ensure that the IDP and its contents are reasonable, achievable, measurable, and fully coordinated with the site supervisors. Site supervisors shall also provide feedback in the intern's evaluation on the adequacy of training provided to the intern. This will allow modifications in objectives for the benefit of future interns. Minor changes and amendments to the approved IDP can be made by placing a memo in the intern's file, and verbal notification to NCMC (major revisions must be submitted in writing).

c. Structured OJT Agreement. The career counselor shall prepare the OJT agreement which contains the rotational assignments as outlined in the enclosure and shall retain the original OJT agreement upon completion of the assignment.

d. Intern Performance and Progress Appraisals. Structured OJT progress appraisals shall be prepared per reference (e). Each training module described in reference (d) shall contain appraisal guidance concerning the intern's performance, progress, and potential. Interns must be placed under the performance appraisal system applicable to other employees of the organization. Ratings will be based on appraisals provided by the intern's site supervisor(s) for the previous reporting period(s), and any other written input the career counselor may wish to provide based on personal observations. The career counselor shall retain copies of all progress evaluations and structured OJT performance appraisals.

e. Supervisor/Trainer Evaluations. To ensure that the contributions of site supervisors are appropriately recognized, their annual objectives should incorporate a performance element

related to intern training. Their participation and the quality of intern training shall be evaluated based on their performance objectives. The contributions of military personnel should also be recognized by including them in appropriate ratings/comments in fitness reports.

f. Intern's Evaluation of Training Received. Within two weeks after the completion of a rotational assignment, each intern will provide to the career counselor a written evaluation of training received. To improve and update the rotational assignments, the career counselor constantly evaluates them based on intern's comments and from personal observation. Intern's evaluation of the overall program will be per reference (e).

g. Logistics Intern Program Improvements. Every effort will be made to facilitate open communications between interns and personnel involved in intern training. Valuable training time is lost if training objectives are not achieved. Open and effective communication is necessary to permit early resolution of training problems and to recognize exceptionally well executed training. Interns shall address their OJT related concerns through the supervisory chain of the organizations to which they are assigned. Site supervisors unable to resolve the problem should solicit advice and assistance from the cognizant career counselor.

h. Mobility Agreement. The Navy Logistics Intern Program Handbook (reference (e)) specifies that each intern is required to sign a mobility agreement prior to program entry. All Marine Corps interns shall comply with the conditions of the mobility agreement and shall accept scheduled and funded assignments involving travel or geographic relocation. Every effort will be made to plan a relocation with sufficient lead time to avoid undue burden on the intern.

5. Responsibilities

a. Steering Committee Member. The CMC (L) shall appoint a senior executive service professional to represent the Marine Corps on the DON Civilian Logistics Career Management Steering Committee. That individual will:

(1) Provide overall policy guidance, coordination, and direction of all logistics intern management efforts in the Marine Corps.

(2) Establish and monitor a goal in which 50 percent of all full performance (GS-11) level attrition logistics vacancies within the Marine Corps be filled by intern graduates.

(3) Determine standard means of recruitment and hiring as well as annual allocations for the intern program based on workforce demographics.

(4) Ensure that the Marine Corps designates a senior level professional to serve as the functional manager and provide program guidance.

(5) Ensure the prompt placement of sponsored graduate interns.

b. Functional Manager. The functional manager for the Marine Corps is located in MCRDAC, Program Support Directorate, Integrated Logistics Support Branch (PSL). That individual shall provide day-to-day technical support and guidance to sponsored interns and:

(1) Interview, select, and manage the overall training of sponsored interns based on the approved MDP and tailored IDP's.

(2) Participate in intern recruitment efforts with the goal of maintaining a high quality pool of applicants to fill vacancies throughout the program.

(3) Select host activities to serve as training sites (rotational assignments) and target positions for interns. Evaluate the effectiveness of host activity support and take corrective action as necessary.

(4) Ensure career counselors at host activities are appointed and coordinate formal and hands-on training requirements and arrangements.

(5) Determine intern training requirements. Review and approve interns' IDP's for adherence to MDP requirements and funding constraints. Provide a copy of the IDP's to the NCMC office.

(6) Ensure interns successfully complete required "core" training requirements specified in the MDP prior to graduation.

(7) Appraise, evaluate, and review the progress of sponsored interns.

(8) Plan for and place graduate interns within the command and in subordinate field activities.

c. Career Counselors. Career counselors are senior level functional specialists and are located at each Marine Corps activity sponsoring interns. Activities sponsoring more than

one functional discipline, i.e., engineer and logistics may have one career counselor per functional discipline. Career counselors shall:

(1) Act as the activity focal point for interns, site supervisors, and the functional manager.

(2) Actively participate in recruitment and intern selection.

(3) Provide in-processing assistance to relocating interns.

(4) Ensure that interns accomplish their approved IDP. Determine intern training requirements and assist new interns in designing their proposed IDP.

(5) Provide development opportunities for interns on interactivity assignments.

(6) Ensure the satisfactory completion of learning objectives at training sites.

(7) Provide career counseling and on-the-job guidance to interns.

(8) Coordinate and arrange for intern rotational assignments and formal classroom training.

(9) Coordinate appropriate intern schedules with site supervisors and functional manager.

(10) Approve/disapprove intern requests for leave and absences.

(11) Monitor progress and performance of interns at the activity, discuss progress with the interns and provide documentation to the interns and functional manager.

(12) Coordinate graduate intern placement at the activity.

d. Site Supervisors. Are located at duty stations and training sites. (The career counselor may act as the site supervisor when interns are assigned to the career counselor's work area.) The site supervisors shall:

(1) Provide direct day-to-day supervision of interns.

(2) Provide development opportunities to all Marine Corps interns through planned rotational work assignments that satisfy

pre-established measurable learning objectives outlined in the structured OJT agreement.

(3) Monitor intern performance and complete evaluations of interns' performance.

(4) Maintain communications with the intern's career counselor and/or functional manager.

6. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



W. G. CARSON, JR.
Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: 6025002, 003/7230001, 005/7000001, 002, 006,071,
142/8145004 002 (1)

Copy to: 7000161 (100)
7000144/8145001

STRUCTURED ON-THE-JOB TRAINING AGREEMENT FORMAT

INTERN: (Name, Series/Grade/Title)

CAREER COUNSELOR: (Name, Title, Activity, Phone Number)

OJT SITE LOCATION:

TRAINING OBJECTIVES: (Specific purpose of planned OJT)

Master Development Plan Topics:

Suggested Types of Assignments:

General Guidelines Relative to Assignments and Evaluations:

PLANNED TASKS AND ACTIVITIES:

PLANNED DATES:

Projected costs for TAD or tuition, if any:

The training objective of this rotation has been discussed by the career counselor, the site supervisor and the intern, and is understood and agreed to by all parties.

SIGNED:

Career Counselor

Date:

Site Supervisor

Date:

Intern

Date:

ENCLOSURE (1)

MCO 4000.53

4 OCT 89

STRUCTURED ON-THE-JOB TRAINING AGREEMENT FORMAT

<u>TASKS AND ACTIVITIES PROVIDED</u>	<u>DATES</u>	<u>NO. HOURS</u>
--------------------------------------	--------------	------------------

Signed: Intern

Site Supervisor

Career Counselor

Functional Manager

Upon completion of assignment, certified agreement shall be retained by the career counselor.

ENCLOSURE (1)